



EXPECTANT PARENT CHECKLIST

- ☐ Familiarize yourself with the leave policies and check your balances of Sick, Vacation, and Personal Leaves. See Standardized Policies on SPD's website at <http://www.in.gov/spd/2396.htm> and PeopleSoft® Self-Service.
- ☐ Submit application for FML to SPD's Employee Relations Division.
- ☐ Submit application for the State's Disability Plan to JWF Specialty Company.
- ☐ Gather documentation supporting placement of child with you by adoption or foster care or medical documentation concerning pregnancy/childbirth and submit promptly.
- ☐ Review your insurance plan(s) and become familiar with coverage and authorization requirements.
- ☐ Meet with your supervisor to give regular status updates on your workload/projects and discuss plans for handling those during your absence.
- ☐ Be sure your supervisors know how (in what order and quantity) you intend to use earned comp time and/or accrued leave during your absence. Read the leave policies to understand any limitations on use of comp time and accrued leaves. Submit timesheets in advance if accurate information on use of leave time is available.

During leave

- ☐ Share your joy and pictures!
- ☐ Notify your supervisor and JWF Specialty of any changes in your need for leave, such as early or late arrival of your child.
- ☐ Notify JWF Specialty of the type of childbirth delivery – it affects the amount of disability benefits you receive.
- ☐ Submit to JWF Specialty and your local HR office a doctor's statement releasing you to return to work the same or next day of receiving it. Do not wait until you are ready to return to work if you are taking additional leave beyond your incapacity from childbirth.
- ☐ Call Benefits Hotline within 30 calendar days to add your child as a dependent to your insurance plan(s).
- ☐ Confirm anticipated date of return to work with your local HR staff or SPD's Employee Relations Division.



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Returning to work

- ☐ You cannot extend your leave without submitting a request and receiving approval prior to the expiration of the approved leave.
- ☐ If extension or other additional leave is not approved, you must return to work when the approved leave expires.
- ☐ You cannot perform work until a release is received if your absence was related to your own serious health condition.
- ☐ If you choose not to return to work, then submit a written resignation to your local HR office. Note that your entitlement to continue family-medical leave *ENDS* as of the date you make known your intention not to return to work.
- ☐ Review timesheets and leave balances.
- ☐ Meet with supervisor to identify any changes in policy/practice that you need to learn and to receive updates and assignments.